DOCUMENT RESUME

ED 185 579 CS 205 497

AUTHOR Wettengel, Winona
TITLE Importance of...and Methods for...Writing Board Minutes.
INSTITUTION Oklahoma State School Boards Assoc., Oklahoma City.
PUB DATE Mar 80
NOTE 38p.: Paper presented at the Annual Oklahoma State School Boards Association Workshop for Presidents and Clerks (2nd, Oklahoma City, OK, March 15-16, 1980). Best copy available.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Boards of Education: Clerical Occupations; *Documentation: Guidelines; Information Storage; *Recordkeeping; *Records (Forms); *Reports; *Technical Writing; Writing Skills

ABSTRACT

The Oklahoma State Board of Education prepared this handbook to serve as a guide for local board presidents, clerks, and secretaries in recording the minutes of school board meetings. The information that is compiled and presented was gleaned from reference books listed in the bibliography. Chapters of the guide describe board of education meetings, the duties of clerks and secretaries (before, during, and after meetings), writing the minutes, typing the minutes, and the disposition of permanent minutes. A glossary of terms and samples of materials prepared by clerks and secretaries are attached. (RL)

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Importance of . . .

and Methods for . . .

Writing Board Minutes

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EDITED BY
Winona Wettengel
Executive Secretary

STATE BOARD OF EDUCATION
LESLIE FISHER
President & State Superintendent of Public Instruction
Oklahoma City, Oklahoma

Produced and Distributed
by
The Oklahoma State
School Boards Association

CS205497

MAY 16 1980

D I S T R I B U T E D

By

Oklahoma State School Boards Association
4400 Lincoln Boulevard, Suite 42
Oklahoma City, Oklahoma 73105

Written and presented by Mrs. Winona Wettengel, Executive Secretary, State Board of Education, at the Second Annual Oklahoma State School Boards Association (OSSBA) Workshop for Presidents and Clerks held at the Skirvin Plaza Hotel on March 15-16, 1980.

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PRESIDENTS' AND CLERKS'

- Their Statutory Duties -

The Presidents of the Board

The president and vice president of the board are elected at the first regular meeting after the annual school election by the board membership, each of which will serve one year and until his successor is elected and qualified (1978 School Laws, Secs. 71-73).

Duties of the President

It shall be the duty of the president to preside at meetings of the board of education;
--to appoint all committees whose appointment is not otherwise provided for, and
--to sign all warrants ordered by the board of education to be drawn upon the treasurer for school money.

The president of the board of education of a school district cannot be "fired" by the board of education prior to the expiration of his one-year term (AGO*, Aug. 23, 1949).

The president of the board may sign warrants by use of machine prints facsimile of his autograph (AGO, Aug. 28, 1954).

Duties of the Vice President

It shall be the duty of the vice president to perform all the duties of the president in case of his absence or disability.

The Clerks of the Board

The clerk and, in its discretion, a deputy clerk shall be elected by the board, either of whom may or may not be a member of the board and shall serve at the pleasure of the board and receive such compensation

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*Attorney General's Opinion

for his services as the board may allow, provided, no superintendent, principal, instructor, or teacher shall be elected or serve as clerk of the board (1978 School Laws, Sec. 71).

The clerk may be removed as clerk by the board of education at any time (AGO, Feb. 28, 1951).

Duties of the Clerk

It shall be the duty of the clerk to keep an accurate journal of the proceedings of the board;
--take charge of the district books and documents;
--countersign all warrants for school monies drawn upon the treasurer by the board of education; and
--perform such other duties as the board of education or its committees may require.

Bank officers may serve concurrently as member and clerk, respectively, of a board of education (AGO, June 28, 1971).

The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to student activity funds, on file or stored in the offices of the board of education for a period of longer than five (5) years.

The clerk is required to allow public inspection of the minutes when requested, according to the Open Meeting Law (1978 School Laws, Sec. 407).

The clerk may countersign warrants by use of machine which prints facsimile of his autograph (AGO, Aug. 28, 1954).

It shall be the mandatory duty of the clerk of the board of each school district and the clerk of the governing body of each city and town to furnish the tentative minutes of every regular and/or special meeting of such school boards and municipal governing bodies to legal newspapers requesting the same in writing, provided any such newspaper must be located in the same county as all or a part of the school district or municipality to which such request is made (1978 School Laws, Sec. 645).

The clerk's statutory duties cannot be performed by a secretary employed by the board of education (AGO, July 20, 1962).

The clerk is authorized to administer oaths (51 O.S.* 1971, Sec. 21).

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*Oklahoma Statutes

Under Teacher Hearing Procedures
S.B. 249 (1978 School Laws, Secs. 94-110)

The clerk of the board shall be the recipient of notifications from both probationary and tenured teachers who request a hearing in dismissal or nonrenewal of contracts.

The clerk of the board shall notify the State Superintendent of such request for a hearing (1978 School Laws, Sec. 101 C, D & E).

Duties of the Deputy Clerk

The deputy clerk may perform any of the duties and exercise any of the powers of the clerk with the same force and effect as if the same were done or performed by the clerk.

Before entering upon the discharge of his duties, the deputy clerk shall give a bond in the sum of One Thousand Dollars ($1,000.00) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of his duties (1978 School Laws, Sec. 71).

WRITING BOARD MINUTES

INTRODUCTION

It is the hope of the State Board of Education that this handbook will serve as a guide for local board presidents, clerks and secretaries in recording board meetings. This is a compilation of information gleaned from reference books listed in the bibliography and includes examples of various components of board minutes, shown in the appendixes, and is offered as information and suggested methods to assist the "minute writer."

Minutes are the history and permanent record of each school's administrative actions and decisions. Minutes are invaluable for reference; the courts give them great weight as evidence. They serve as an instrument of information, verification and documentation of employment records, as well as evidence for teacher hearing proceedings. Auditors depend on them for proof of authorization for important expenditures. The standards set by boards of education for writing minutes vary a great deal. Generally, minutes are brief, but they should contain a complete record of the proceedings of the Board meeting from the beginning to the end.

The elected clerk, working under the direction of the board of education, is responsible for taking notes, reading the minutes to the board, recording any corrections and certifying the minutes by his/her signature, even though, a secretary is hired to perform these duties. The clerk cannot delegate his/her statutory duties.

The importance of good board minutes is substantiated by the fact that the statutes require "keeping an accurate account of the proceedings of the board" as one of the designated duties of the clerk. Good board minutes are a valuable aid to school administrations in researching past actions and policies of the boards of education. Inasmuch as minutes are the official record, accuracy is essential. Those who write minutes have an important responsibility so, hopefully, the information included herein will instill a sense of pride in the elected position, as well as make the duty more enjoyable.

I. BOARD OF EDUCATION MEETINGS

Types of Meetings

The Oklahoma Open Meeting Act of 1977 (1978 School Laws, Secs. 407-420) details the types of meetings, procedures for advanced meeting notices, and posting of meeting notices and agendas.

There are regular, special, emergency and continued or reconvened meetings. A special meeting is a meeting not regularly scheduled but held for a specific purpose and no other business can be conducted at that meeting. It is not an executive session. The minutes of a special meeting should include the notice of meeting issued and should be approved at the next regular meeting. Continued or reconvened meetings are frequently called "adjourned" meetings--adjourned to meet at a later date and time.

Hearings may be a part of the regular board agenda OR a special meeting and notices must be posted in accordance with the Open Meeting Law.

Importance of Planning Ahead

The clerk and/or secretary of a board of education will soon find that they are working on a monthly cycle. Depending upon the size of the board and the length of the agenda, it normally takes one week or two to get the minutes typed into final form and mailed to the members, if that is the accepted procedure, and it takes one week or two to prepare for the next board meeting. With this in mind, it is advisable for the clerk/secretary and superintendent to establish a schedule with specific time lines from which to execute each phase of the monthly routine, thus assuring prior preparation.

Proper preparation for the meeting is essential for the secretary, clerk, superintendent and presiding officer. Being prepared helps the presiding officer to control and expedite the meeting. Each person who presents business to the Board should be prepared so that he/she can briefly, but thoroughly, state the recommendations for the action items. The reports should be well prepared and concise. The president should control the discussion so that business can be completed and the meeting adjourned at the earliest possible time.

II. THE CLERKS'/SECRETARIES' DUTIES

PRIOR TO THE MEETING

Advance Notices and Posting of Agendas.--The clerk/secretary of the board should submit advance notices of the meeting and post a meeting notice and agenda, in accordance with the Open Meeting Law. The law does not designate who shall post the meeting notice. Also, prior to the meeting, a notice showing date, time and place of the meeting, together with an agenda and applicable materials should be sent to each board member, according to each board of education's bylaws. Copies of the tentative agenda or the posted agenda may be sent to the local newspapers upon request.

Preparing the Agenda.--Agenda, the Latin plural of "agendum," is usually considered singular; with an English plural "agendas." An agenda, or "order of business," is an outline of meeting items. It may or may not be used at informal board meetings; however, an agenda is required for formal meetings.

Start the preparation of the agenda two weeks prior to the meeting by consulting every person who may be giving a report and who may wish to be placed on the agenda. (See "Placing Items On the Agenda" on page 4.) Then after a conference with the President and/or superintendent, prepare the agenda from the adopted procedure of the board of education. (See samples of agendas in Appendix A, page 19-21.)

The order of business for an agenda may include:

Call to Order and Roll Call
Reading and Approval of Minutes
Public Participation/Hearings
Approval of Claims
Reports of Officers and Committees
Reports of Special Committees
Superintendent's Report
Unfinished Business and General Orders
New Business
Announcements
Adjournment

The president, clerk and secretary should be familiar with the order of business in advance of the meeting.

Placing Items On the Agenda.--Each school district should have a written policy and/or procedure for placing items on the agenda and for allowing public participation. Patrons/parents should be knowledgeable of the method for requesting to appear before the board.

Preparing Agenda Books or Folders.--There are many advantages to having an agenda book or pocket file for each board member at his/her designated place. This is especially important when there is a long agenda and a need for having materials organized.

A three-ring notebook binder is excellent for this purpose when using index tabs naming each item. The materials for that item are then laid behind the proper tab which has been punched for the binder. It is more convenient to leave pages of materials unpunched so that board members can take any materials they wish. A copy of the agenda is laid in the front of the book, unpunched, so that it can be laid to the side as each member works through the agenda.

When notebooks are used, it is proper to request that the notebooks be left on the table for use at the next meeting. Names may be engraved on the front of the books. The necessary tab names must be made and materials copied for the agenda books prior to the meeting, after the final agenda is ready to post. The same procedure should be used in preparing folders.

Another method might be to use a (Smead's) Drop Front Pocket File (letter or legal size) by placing index tabs for distribution of materials, or the materials can be put into the folders in the order as they appear on the agenda without the index tabs.

Room- and Seating-Arrangements.--The meeting room should be arranged ahead of time. The secretary should have on file a diagram of a permanent seating arrangement of the board members in the event of his/her absence. Having the members sit in the same place each time aids and expedites the secretary's preparation.

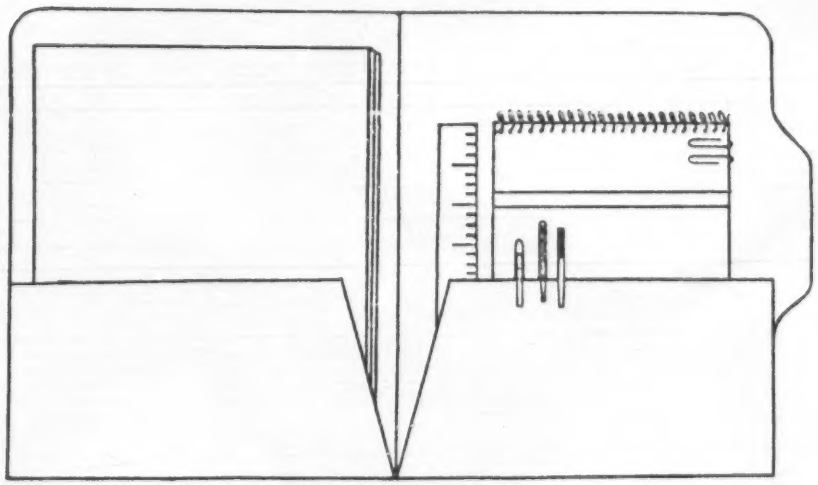
Materials and Equipment Readied.--Agenda books and/or folders (note pads and pens are optional) with all necessary materials are prepared and placed on the table before the meeting begins. Don't forget ashtrays, if smoking is allowed. All equipment such as tape recorders, overhead projectors, screens, etc. should be checked and in working order.

Preparing to Take Minutes.--Note-taking can be done in shorthand and/or longhand. Notes are taken "in depth," but minutes are written in summary. Items should be numbered in notes to correspond with agenda 'tem numbers.

Using a tape recorder is the most "in depth" way notes can be recorded. Recording machines are of great value and are used more and more to supplement manual note-taking when verbatim minutes are required. Their use is a protection for a board of education when verification and documentation of board actions are needed, particularly in controversial matters. Generally, ideas and discussions by board members should not appear verbatim in minutes, but they are important enough to retain on file. By listening to the recording there is less chance of misunderstanding or forgetting verbatim comments. If a board member requests to say something "off the record," by all means, the tape recorder should be turned off during those comments.

Preparedness for complete note-taking is essential. Shown here is a dictation folder that can be assembled easily.

Dictation Folder



related letters and reports

correspondence

pens, stenographic notebook
paper clips, pencils, ruler,
elastic band

Refreshments.--If coffee and/or other refreshments are served, prepare early and have cups, napkins, sugar, cream, etc. located in a place in the room where the serving will not interfere with the meeting.

Last Minute Preparations.--The clerk and/or secretary should arrive early at the meeting and should organize the area in which minutes will be taken.

A good clerk/secretary will confer with the presiding officer about what materials will be needed at the meeting and will provide them. These items might include: minute books, copy of the bylaws, copy of the membership and committee lists, extra copies of the agenda, copy of previous month's minutes, reference book on parliamentary law, school law book and a board member list to record absences and roll call votes.

The secretary should sit in a location where every word can be heard and be picked up by a tape recorder, in which case a good supply of tapes (cassettes) should be at hand. If, for some reason, the secretary is unable to hear, the president should, upon request, have that portion repeated.

DURING THE MEETING

Arrival of Participants.--The secretary supervises registration desk procedures. Extra copies of the agenda may be at the registration desk for all who attend.

Reading and Correcting Minutes.--The clerk/secretary reads the minutes of the previous meeting when called upon by the president, at the proper place in the order of business. The reading of the minutes may be postponed or dispensed with for the current meeting by a motion to this effect.

When corrections to the minutes are suggested, they are often approved in the same motion as the minutes by saying "The minutes are approved as corrected." The corrections can also be adopted in a separate motion. Sometimes it may be necessary to take a vote to decide whether the correction should be made. The secretary may make minor corrections in black ink immediately and initial each one. Any substantial correction is made as an appendix to the minutes that are being corrected. No minutes should be rewritten after they have been read. They should stand as corrected.

The corrections, if not too lengthy, should be cited in the minutes (see example on the following page); otherwise, a reference to the appended correction is inserted in red ink at the place to which the correction applies. If an error in the minutes is discovered at a later time, the error may be corrected by the board regardless of the lapse of time, by moving to amend and taking a vote. The correction and final approval of the minutes are the duty of the board of education.

Example:

APPROVAL OF MINUTES OF PREVIOUS MEETING

*On motion of Mr. McClung, seconded by Mr. Foster, the minutes of the meeting held on October 12, 1978, were approved with the following additions: (1) Page 3, first full paragraph, during budget discussion of the Reports from Ad Hoc Committees, following the statement, "Mrs. Huseman suggested that Dr. McDaniel give the Board options as to how cuts could be made," add "Mrs. Huseman expressed her concern over the deletion of funds for the comprehensive planning grants because she was concerned that the Board would be unable to provide grants for other systems to become involved in this effort."**

Signing the Minutes.--Before the board approves the minutes, they are merely the clerk's record. When the minutes have been approved, the clerk signs his/her name and the date. This act certifies the minutes and they become official minutes of the board. The president shall also sign the minutes. An employee may prepare them under the direction of the clerk but cannot sign them.

Recording the Motions and Votes.--The clerk/secretary records all "movers" and "seconders" of motions by name, including all amendments to motions, in fact, every action that the the board does or does not take. The votes are recorded according to the Open Meeting Law which states, "in all meetings of public bodies, the vote of each member must be publicly cast and recorded".

FOLLOWING THE MEETING

Follow Up After Meeting.--Obtain copies, immediately, of all papers read or discussed at the meeting that were not available prior to the meeting. This is especially important if working from someone else's notes.

The follow-up duties after a meeting entails removing surplus meeting-related materials, collecting food service items, returning equipment, and leaving the room arranged in the manner in which it was found. The clerk/secretary should make notations on a desk calendar of further meeting dates, reports appointments, and other meeting-related information. Board actions requiring follow up, such as letters, notifying persons, etc. should be tended to promptly.

*Additions to minutes are often designated by underlining the words.

III. WRITING THE MINUTES

The Open Meeting Law mandates that the

> proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. The minutes of each meeting shall reflect the manner and time of notice required by the Act.

Appendix B, pages 22-24, shows examples of compliance statements that must be stated in or attached to the minutes, according to the type of meeting held. These statements include everything that is required by law and their use is recommended.

The writing of the minutes should be written as soon as possible after the board meeting, in a private place with few interruptions, especially, if the proceedings were not tape recorded. The first writing of the minutes should be a draft to be thoroughly proofread and corrected before the final typing.

Format

The format of the minutes is usually determined by the methods previously used by the school district's board of education. Since the style in which minutes are recorded varies greatly, suggested illustrations are given in Appendix C, pages 25-30, showing examples of the following styles:

a. Narrative style with left-margin headings
b. Narrative style with right-margin headings
c. Narrative style without headings
d. Capitalized side headings
e. Centered headings

Actual Wording

The wording of the minutes should be factual, brief, and devoid of editorial opinion and comments. They must record the actions taken; who is to carry it out; who presented reports, and what business is

left unfinished or pending. Main motions and resolutions are included verbatim (see Appendix D, pages 31-32, for examples of a Resolution and a Proclamation). "Respectfully submitted" is no longer used before signatures on minutes but is still used on reports. Identification of papers may be made by using numbers and dates.

Minutes of special meetings should include the notice or call to the meeting. The body of minutes of all meetings should contain a separate paragraph for each subject matter. Important words may be underlined for emphasis and convenience when indexing later on.

The citing of motions and votes may be done in various ways. The name of the "mover" and "seconder" is recorded, as well as the verbatim words of the motion. Since Oklahoma has the Open Meeting Law, the roll call vote is necessary and can be recorded in the narrative form similar to this:

> *Upon a motion by Mr. Carleton, seconded by Dr. Wright, the above school was granted a waiver from the CPR requirement for the school year 1979-80. The votes were cast as follows: Mr. Carleton, yes; Mr. Mace, yes; Mr. Sanders, yes; Dr. Wright, yes; Mr. Shackelford, yes; and Mr. Collins, yes.*

OR one might use the following listing:

> *The Chairman called for a roll call vote on the election of Chairman.*
>
> *Mrs. Johnston - yes*
> *Dr. Bailey - yes*
> *Mr. Copeland - yes*
> *Mrs. Monroe - yes*
> *Mr. Witkowsky - yes*
> *Mr. Muirheid - yes*
> *Mrs. Bergan - yes*
> *Dr. Goodwin - yes*
>
> *Mr. Witkowsky was elected Chairman of the Board.*

The arrangement of the typed minutes should closely parallel the agenda or order of business. The important matters: main motions, resolutions, votes and decisions should be arranged so that they are instantly discerned. Minutes may be formal or informal. Listed on the following page are some of the common elements contained in minutes.

Meeting Identification

Kind of meeting: regular, special, emergency, continued or reconvened
Name of the organization
Date, hour and place at which the meeting was called to order
Name of presiding officer or who served in his/her absence
Name of secretary/clerk of who served in their absence
Whether the minutes of previous meeting were read and approved--as read, or as corrected--and the date of that meeting
Manner and time the notice of meeting was posted
Copy of the notice or call, if a special meeting

An example of a first paragraph would be:

The State Board of Education met in regular session on Thursday, January 24, 1980, at 9:30 a.m. The Board met in Room 1-68, Oliver Hodge Memorial Education Building, Oklahoma City, Oklahoma. The meeting was called to order by Dr. Leslie Fisher, President. The agenda and meeting notice were posted at 9:00 a.m., Wednesday, January 23, 1980, in accordance with 25 O.S. Supp. 1978, § 311.

Attendance Information

List of members present and absent; state exact time of late arrivals and those leaving early.
List of special guests, guest speakers, and list of the public, if space allows. (This list of public attendance may be added as an appendix or at the end of the minutes.)

Example:

The following were present:

Dr. Leslie Fisher, President and State Superintendent of Public Instruction
Mr. Lloyd Graham, Deputy State Superintendent
Mrs. Winona Wettengel, Executive Secretary

Euland L. "Red" Collins, Member (Arrived at 9:40 a.m.)
Harry Shackelford, Member
Seay Sanders, Member
C. B. Wright, Member
Jack Mace, Member
R. E. Carleton, Member (Excused at 10:45 a.m.)

In Attendance from the Department:

Pat Odell, Stan Cobb, S. H. McDonald, Judy Leach, Leo Lau, Tommy Hodges, Iris Bruce and Violet Keef.

Others Present:

Mr. and Mrs. David Stewart, Moore, Oklahoma (Nephew of Jack Mace, Member)

Proceedings

Record approval of minutes.
Record all motions or resolutions, whether adopted or not with the name of the "mover" and "seconder" and how each was disposed of.
Record appearance of visitors and special guests.
Record each report with the name of member making presentation, the action taken and reference to the file where report may be found. If brief, the report may be included in the minutes or summarized and file reference made.
Statements of business should be specific.
Letters read should be identified or summarized briefly and record action, if any.
List of all claims presented and approved.
Record all business transactions and disposition of same, including unfinished and new business.
Record all presentations for information only.

Example for writing "Approval of Minutes":

On motion by Mr. Sanders, seconded by Mr. Mace, the minutes of the December 20, 1979, regular meeting were approved as printed. The motion carried with six affirmative votes as follows: Mr. Carleton, yes; Mr. Mace, yes; Mr. Sanders, yes; Dr. Wright, yes; Mr. Shackelford, yes; and Mr. Collins, yes.*

Closing the Meeting

Record motion to adjourn
Record the hour of adjournment

*The State Board of Education minutes are not read at the meeting, but are mailed to the Board members prior to the meeting.

Example:

A L J O U R N M E N T

There being no further business, the State Board of Education adjourned at 10:25 a.m. The next regular Board meeting will be:

Thursday, March 22, 1979 9:30 a.m. Hodge Building
2500 N. Lincoln
Oklahoma City

Winona Wettengel, Secretary *Leslie R. Fisher, President*

Minutes for Negotiations Meetings

Minutes of negotiations meetings often assume rigid ritualistic structure. All negotiators have awareness of their responsibilities to their constituents and must demonstrate their devotion to their role. It is only fair to record such pronouncements in the minutes, but it is not necessary to record these verbatim.

These minutes should include the following:

1. Time, date, place of meeting, and parties present.
2. An accurate statement of the issue under discussion.
3. A brief résumé of each viewpoint expressed and the name of the speaker.
4. Failure of agreement items and specific postponement dates for further discussion.
5. An exact statement of agreement. It is good to key agreements in the format so that they can be spotted quickly by someone scanning a whole year's set of minutes.
6. Date, time, and place of next meeting.
7. Signature of both chief negotiators attesting to the validity of minutes. These should be obtained immediately after the meeting. Differences of opinion on the minutes should be resolved immediately, if possible.
8. The signature of the recorder.

In addition to the above information, a sample of minutes on negotiations meetings and Mediation Letters are given on p. 193, Handbook of School Letters, by Knute Larson & James A. McGoldrick.

IV. TYPING THE MINUTES

Preparation for Typing Minutes

A little organizational forethought is needed before beginning actual typing of the minutes. Being well organized makes the task easier and saves time and effort--thus increasing one's productivity. The following items should be assembled:

A copy of the agenda
Attendance information; an absentee list; a roster
Previous minutes of the group or organization
Reference books on style and parliamentary procedure (see p. 36)
Copies of reports and materials distributed at the meeting
Notes taken at the meeting with motions and resolutions
A current dictionary
A copy of the constitution and/or bylaws of the organization
Official printed stationery and continuation sheets
Other data pertinent to the minutes

Before starting to type the minutes, all details should be carefully checked: the spelling of names, the correct use of titles, and other items.

The minutes (permanent copy) should be typed on good quality paper--no less than 28 lb. rag content bond paper or linen paper for durability--so that both sides of a page can be printed without "show-through." Sixteen- or 20-lb. bond paper may be used for printing copies that are distributed.

Draft Approved

Never type minutes for the permanent record without first typing a draft, especially if handwritten. The first draft, if written and typed by a secretary, should be approved by the clerk and president/superintendent before typing the final copy for the minute book and the next Board meeting. No large erasures should appear in the permanent minute book.

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Capitalize all proper names: Board, Directors, Company, Committee, etc., and of officers' titles, as President, Chairman, Secretary, Treasurer. Be consistent.

3. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions (see p. 31).
4. Indent names of those present or absent 5 spaces, if listed in a column.
5. Indent resolutions 15 spaces on the first line and 10 spaces in the single-spaced paragraph.
6. Triple space between each item in order of business on agenda.
7. Double space between each paragraph of single-spaced text.
8. Leave an inch and one-half on left margin for binding.
9. Sums of money in resolutions should be written in words with figures in parenthesis.
10. Number each page at the bottom in the center of the page.
11. Accuracy is essential.
12. Single-space the text paragraphs for the sake of saving space.

Minutes To Be Published

When minutes are to be published, they should contain, a list of speakers on each side of every question with their actions clearly stated. Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the Board.

Copies of the typewritten draft of the minutes may be submitted to newspapers to fulfill the requirements of Sec. 645, School Laws, which says:

> It shall be the mandatory duty of the clerk of the board of each school district and the clerk of the governing body of each city and town to furnish the tentative minutes of every regular and/or special meeting of such school boards and municipal governing bodies to legal newspapers requesting the same county as all or a part of the school district or municipality to which such request is made.
>
> Provided further, that such minutes shall be furnished within five (5) days after all such regular and/or special meetings to eligible newspapers requesting the same and that any such written request shall be effective and said minutes shall be furnished in compliance therewith for current calendar year or remaining portion thereof unless a shorter period shall be specified in said request.

According to an Attorney General's Opinion on April 12, 1972, "payment of cost of making copies of minutes for newspapers is matter of agreement between the parties."

V. DISPOSITION OF BOARD MINUTES

The Minute Book

The permanent copy of the official, approved minutes should be entered in a suitable record book and kept in a safe place. If a loose-leaf book is used, the minutes should be bound at the end of each year. An index to each year's or each book's minutes by subject, date, and page is useful. It is also important to keep in the minute book copies of the charter, bylaws, rules, policies, and procedures of the Board.

The clerk is the official custodian of the minutes and the minutes of each meeting shall be open to public inspection. . . . (Sec. 418, School Laws).

Indexing

If the minutes are lengthy, there is a need for an index for easy reference. If minutes are accumulated in a loose-leaf binder to be bound later, an index is essential at the front or back of the book. Indexing can be simplified by underlining key subjects or words at the time the minutes are written. Examples of indexes are shown in Appendix E, pages 35-36.)

Distribution

The secretary should keep a current list of persons and their addresses who regularly receive copies of the minutes. They should be mailed or delivered according to the Board's accepted procedure.

Filing and Preserving

Filed reports and documents from the Board meetings should bear the name of the Board, date of the meeting, what action taken, and signature of the secretary. A rubber stamp made to specifications can be very helpful. Also, a good filing system will expedite locating records designated as being "on file."

The board minutes should be placed in a safe place, preferably in a place that is fireproof. A safeguard would be to have a copy of the official, approved minutes filed or placed in a separate, safe place.

GLOSSARY OF PARLIAMENTARY TERMS

ABSTENTION. To abstain from voting in a question of direct interest.

ADOPT. To Approve by vote and give effect to a motion or a report.

AGENDA. The official list of items of business planned for consideration during a meeting or convention.

ADJOURN. To officially terminate a meeting.

ADJOURNED MEETING. A meeting that is a continuation at a later specified time of an earlier regular or special meeting. The continuation is legally a part of the same meeting.

APPROVAL OF MINUTES. Formal acceptance, by vote of the members or by unanimous consent, of the secretary's record of a meeting, thus making the record the official minutes of the organization.

BYLAWS. The set of rules adopted by an organization defining its structure and governing its functions.

CHAIR. The presiding officer or chairman of a deliberative body.

CONTINUED MEETING. A meeting which is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued meeting.

CONVENE. To open a meeting or convention, usually a large and formal one.

EMERGENCY MEETING. Any meeting called for the purpose of dealing with an emergency. For purposes of this act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting should make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss.

EX-OFFICIO MEMBER. One who is a member of a committee or board by reason of holding another office; a treasurer is often an ex-officio member of the finance committee.

EXECUTIVE SESSION. A term used by committees of the United States Senate to mean a meeting with representatives of the executive branch of government to transact executive business that is not to be transacted publicly. Commonly used to mean any meeting of a committee or organization which only members may attend unless others are requested by the body to attend.

HEARING. A meeting of an authorized group for the purpose of listening to the views of members or others on a particular subject.

MAJORITY. A number that is more than half of any given total.

MAJORITY RULE. Rule by decision of the majority of those who actually vote, regardless of whether a majority of those entitled to vote do so.

MAJORITY VOTE. More than half of the number of legal votes cast for a particular motion or candidate, unless a different basis for determining the majority is required.

MEETING. An official assembly of the members of an organization during which there is no separation of the members except for a recess, and which continues until adjournment.

MINUTES. The legal record of the actions of a deliberative body that has been approved by vote of the body. An official record of proceedings at the meeting of an organization. They should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.

MOTION. A proposal submitted to a public body for its consideration and decision; it is introduced by the words, "I move . . ."

NEW BUSINESS. Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

PARLIAMENTARY AUTHORITY. The code of procedure adopted by an organization as its parliamentary guide and governing in all parliamentary situations not otherwise provided for in the charter or bylaws.

PUBLIC BODY. The governing bodies . . . boards of public and higher education in the State of Oklahoma . . . supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public property, and shall include all committees or subcommittees of any public body. It shall not mean the state judiciary or the State Legislature or administrative staffs of public bodies, including, but not limited to, faculty meetings and athletic staff meetings of institutions of higher education, when said staffs are not meeting with the public body.

PUTTING THE QUESTION. The statement, by the presiding officer, of a motion to the public body for the purpose of taking the vote on it.

QUORUM. The number of proportion of members that must be present at a meeting of an organization to enable it to act legally on business.

RECONVENED MEETING. A meeting which is assembled for the purpose of finishing business appearing on any agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued or reconvened meeting.

REGULARLY SCHEDULED MEETING. A meeting at which the regular business of the public body is conducted.

RESOLUTION. A formal motion, usually in writing, and introduced by the word "Resolved," that is presented to an assembly for decision.

RULING. Any pronouncement of the presiding officer that relates to the procedure of the public body.

SECOND. After a motion has been proposed, the statement "I second the motion" by another member who thus indicates his willingness to have the motion considered.

SPECIAL MEETING. Any meeting of a public body other than a regularly scheduled meeting or emergency meeting.

STATUTE. A law passed by a legislative body, as a statute of Congress.

STATUTORY LAW. Law that is enacted by legislative bodies.

TABLE (Lay on the Table) An order of business may be postponed so that it may be considered at a more convenient time OR because debate has shown reasons for not making a decision until later. During the same session, the board may resume consideration of the matter, which has been laid on the table, by a motion and a second to "take from the table". In ordinary assemblies, the motion to "Lay on the Table", should not be used to kill a measure.

TIE VOTE. A vote in which the affirmative and negative votes are equal on a motion, or a vote in an election in which two or more candidates receive the same number of votes. A motion receiving a tie vote is lost, since a majority vote is required to take an action. Candidates receiving a tie vote may be voted on until one is elected or the assembly votes to break the tie in some other way.

UNANIMOUS VOTE. A vote without any dissenting vote. One adverse vote prevents a unanimous vote.

UNFINISHED BUSINESS. Any business that is postponed definitely to the next meeting or that was pending and interrupted by adjournment of the previous meeting.

APPENDIX A

Sample Agendas

STATE BOARD OF EDUCATION
Oliver Hodge Memorial Education Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma

THURSDAY, FEBRUARY 22, 1980

1. Call to Order - 9:30 a.m.

2. Approval of Minutes of January 25, 1980

INSTRUCTION DIVISION

3. Teacher Certification Section - Bill Siler
   (a) Approval of Special Cases
   (b) Report of Teacher Certificates Issued

   Special Education Section - Jimmie Prickett
   Approval of Funding for FY-80 EHA-B Applications

4. FINANCE DIVISION - S. H. McDonald
   (a) Report of Alternate Accounting Systems
   (b) Requests for Mid-term Adjustments

   Transportation and Annexation Section - Pat Odell
   (a) Oklahoma School Bus Price Listings
   (b) Application for School Bus Rental

5. FEDERAL PROGRAMS DIVISION
   (a) Policy Statement on Cooperation Between Public Libraries and School Libraries - Leroy Ireton — HEARING: 10:15 a.m.
   (b) Title I ESEA Regulations and Guidelines - Raymond Willingham — TENTATIVE APPROVAL

6. ADMINISTRATION

   Personnel Section
   Approval of Appointments and Resignations

7. NEW BUSINESS

8. ADJOURNMENT

APPENDIX B

Sample Statements of Compliance

ROCHELLE BOARD OF EDUCATION
Rochelle, Oklahoma

February 14, 1980
9:30 a.m.

AGENDA

I. Roll Call (Establishment of Quorum)

II. Approval of Minutes

III. Remarks by Presiding Officer

IV. Items for Board Action

- A. Approval of Claims (Financial or Treasurer's Report)
- B. Bilingual Policy Recommendation
- C. Approval for Purchase of Equipment
- D. Personnel
- E. Unfinished Business

V. Items for Future Action

- A. Long-Range Planning Committee
- B. Handbook Revision Committee
- C. Written Petitions and Communications

VI. Public Participation

VII. Information Items

- A. Standing Committee Reports
- B. Special Committee Reports
- C. Superintendent's Report

VIII. New Business

IX. Adjournment

Agenda - Sample No. 2

STATEMENTS OF COMPLIANCE

Open Meeting Law

Section 12 of the new open meeting law requires "The minutes of each meeting shall be open to public inspection *and shall reflect the manner and time of notice required by this act.*"

Accordingly, all school districts should by habit include a statement in the minutes showing compliance with the act. Following are some suggested forms that could be attached to the minutes:

REGULAR MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF _____)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____, of _____County, Oklahoma, do hereby certify that prior to December 15th of the last calendar year the date, time and place of this regular meeting was filed in the office of the County Clerk of _____County, Oklahoma.

I also certify that at least 24 hours prior to the meeting, excluding Saturdays, Sundays and Holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the location of the meeting.

Witness my hand and seal of this School District this _____ day of _____, 19_____

(School Seal)

_____
Clerk, Board of Education

RECONVENED MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____, of _____County, Oklahoma, do hereby certify that notice of the date, time and place of this meeting was announced at the original meeting on the _____day of _____, 19_____, and that only matters appearing on the agenda of the original meeting were discussed at this reconvened meeting.

Witness my hand and seal of this School District this _____day of _____, 19_____

(School Seal)

_____
Clerk, Board of Education

SPECIAL MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____, of _____ County, Oklahoma, do hereby certify that notice of the date, time and place of this special meeting was given, at least 48 hours prior to this meeting, to the County Clerk of _____ County.

I also certify that at least 24 hours prior to the special meeting, excluding Saturdays, Sundays and Holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the location of the meeting.

Witness my hand and seal of this School District this _____ day of _____, 19_____.

(School Seal)

_____
Clerk, Board of Education

EMERGENCY MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____ of _____ County, Oklahoma, do hereby certify that this emergency meeting was called because of the following reason(s): _____

_____

_____

and that the time requirements of public notice of a special meeting would have increased the likelihood of personal injury, property damage or immediate financial loss for the school district.

I also certify that because of the emergency situation, under the existing circumstances the only advance public notice that could be given consisted of _____

_____

Witness my hand and seal of this School District this _____ day of _____, 19_____.

(School Seal)

_____
Clerk, Board of Education

APPENDIX C

Sample Minutes

MINUTES OF THE
STATE BOARD OF EDUCATION MEETING
ILLINOIS OFFICE OF EDUCATION BUILDING
SPRINGFIELD, ILLINOIS
Thursday, January 11, 1979

MEMBERS PRESENT:

Dr. Bailey	Mr. Gavin	Mrs. Monroe
Mrs. Bergan	Dr. Goodwin	Mr. Muirheid
Mr. Brown	Mrs. Johnston	Dr. Walhout
Mr. Copeland	Mr. Long	Mr. Witkowsky

Dr. Joseph M. Cronin, State Superintendent of Education

MEMBERS ABSENT:

Mr. Rabenstein, Mr. Rodriguez, Mr. Thompson

Roll Call The meeting was called to order by the Chairman, Mr. Witkowsky, at 9:30 a.m. The Secretary called the roll of members; Mr. Rabenstein, Mr. Rodriquez, and Mr. Thompson were absent. A Quorum was present.

Approval of Minutes The Chairman called for the approval of the minutes for the December 14, 1978 meeting.

Mrs. Johnston moved that the minutes for the December 14 meeting be approved as written. Mr. Brown seconded the motion. The motion passed by unanimous voice vote.

Agenda Item III The Chairman called for Agenda Item III., Presentation of the Superintendent.

Dr. Cronin said that Governor Thompson had signed Senate Bill 1892, the revised school aid formula proposal. The bill increases the guaranteed per pupil foundation level from $1,293 to $1,310 and maintains the Title I weighting factor at .675 for the one-time final settlement from the federal government for back-claims. The Superintendent explained that not every school district will receive additional money as the funds will go into the Resource Equalizer.

. . . . . .

SAMPLE A - Narrative Style with Left-margin Headings

Minutes of the Meeting of the
CHICKASHA BOARD OF EDUCATION
Chickasha, Oklahoma

March 22, 1980

A regular meeting of the Chickasha Board of Education was held in the Administration Building, Chickasha, Oklahoma, at 10:00 a.m., March 22, 1980.

MEMBERS PRESENT

Mr. Stephen S. Jenkins, Jr., President
Mrs. Amy T. Worthen, Vice President
Mr. J. Ben Picone
Mrs. Miriam Sorey
Mrs. Carolyn Warner

MEMBERS ABSENT

Mrs. Merle Platt

The meeting was called to order by Mr. Jenkins, President. — CALL TO ORDER

Mr. Picone made a motion to approve the minutes of the last meeting. The motion was seconded by Mrs. Sorey. — MINUTES MOTION

Mr. Picone said he would like to make an addition to the Music in Our Schools Day Resolution Motion on page 12 to read ". . . with Mr. Picone voting 'no' because of the exclusion of European music." The question was called on the motion as amended. The motion carried as amended. — ADDITION

Mrs. Warner expressed her sympathy on the demise of Mr. Richard Holland, Transportation Specialist. She also announced, with regrets, that Mr. Hadley Thomas would be leaving the faculty June 30, 1980, to assume the duties of Superintendent of Glendale Elementary Schools — SUPERINTENDENT'S REPORT

. . . . . .

SAMPLE B - Narrative Style with Right-margin Headings

MINUTES
BOARD OF DIRECTORS MEETING
Oklahoma State School Boards Association
January 27, 1980

The Board of Directors meeting was called to order by President Harold Coleman at 2:05 p.m. in the Rotunda Room of the Lincoln Plaza Forum in Oklahoma City on January 27, 1980. Members present at the meeting included:

Mr. Harold Coleman	Mr. Jerry Shore
Mr. Mark Mayo	Mr. Charles Kelly
Mrs. Theo Smith	Mrs. Sue Arnn

Dr. Bob Mooneyham, Executive Director, and Larry Lewis, Legal Counsel to OSSBA, were also present.

President Harold Coleman recommended Ron Breshears of Caney Valley School District be appointed to the Board of Directors to fill the vacancy in OSSBA District 5. Sue Arnn made a motion to accept the recommendation. Theo Smith seconded the motion. Motion carried.

Dr. Bob Mooneyham introduced Dr. Cecil Yarbrough, State Department of Education. Dr. Yarbrough discussed the "New Horizons in Oklahoma School Administration" and the purpose of the Commission for Future Education Leadership in Oklahoma. Following the presentation and a question-answer period, Dr. Yarbrough extended an invitation to the Board of Directors to send the officers of the association to the commission meeting on January 28, 1980.

By unanimous vote of the Board of Directors, Dr. Bob Mooneyham was reemployed as Executive Director of the Association for the period beginning July 1, 1980, through June 30, 1981.

With no other business to come before the Board, the meeting was adjourned at 5:50 p.m.

Signed _____

Attest _____ Date _____

. . . . . .

SAMPLE C - Narrative Style without Headings

NEW HAMPSHIRE
STATE BOARD OF EDUCATION
January 15, 1980

The regular meeting of the State Board of Education was convened in the Conference Room of the Division of Post-Secondary Education, 163 Loudon Road, Concord, at 9:05 a.m. Chairman pro tem Cathrine R. Caouette presided.

Members present were: Cathrine R. Caouette, Ivah A. Hackler, George F. Hurt, Dr. Marianne H. Noyes, and Edward C. Sweeney, Jr.

AGENDA ITEM 1 - APPROVAL OF MINUTES

Having had the minutes in hand, the Board, unanimously,

VOTED: to approve the minutes of December 20, 1980, as written.

SPECIAL ORDER OF BUSINESS

The Chair noted that the State Board of Education has been privileged to have had, for the past six years, a most capable and dedicated chairman; that the knowledge and time he put in the position would be impossible to measure or surpass; and, on behalf of the Board, wished William Bittenbender well in his new position.

VOTED: The Board voted, unanimously, to request the Commissioner to schedule, in the near future, preparation for a proper recognition of the former Chairman Bittenbender for his services to the State.

. . . . . .

SAMPLE D - Capitalized Side Headings

MINUTES OF MEETING

STATE BOARD OF EDUCATION

Atlanta, Georgia September 13, 1979

The State Board of Education met in regular session on Thursday, September 13, 1979, at 9:30 a.m. in the State Board Conference Room, with the following members present:

Roy A. Hendricks	Asbury Stembridge
Mrs. Pat G. Kjorlaug	James F. Smith
Mrs. Saralyn Oberdorfer	Mrs. Carolyn Huseman
Larry A. Foster, Sr.	Hollis Q. Lathem
A. J. McClung	

Mr. Wilson E. Gosier, Coordinator of Teacher Education, gave the invocation.

APPROVAL OF MINUTES OF PREVIOUS MEETING

On motion of Mr. Stembridge, seconded by Mr. Foster, the minutes of the meeting held on August 9, 1979, were approved as submitted.

REPORTS FROM COMMITTEES

Mrs. Kjorlaug reported on the training session for State Board of Education members held in Gatlinburg. Three members of the Board attended--Mrs. Kjorlaug, Mrs. Huseman, and Mr. Stembridge. Mrs. Kjorlaug stated she had a feeling of pride in the Georgia State Board of Education, its boardmanship and its system of doing business. She reported that Mr. Stembridge was asked by all the states represented to present to them an outline of the budget procedure used by the Board. She stated those present were very impressed with that procedure and the involvement and cooperative efforts on the part of members of the Board, Dr. McDaniel, and members of the Department staff in formulating a budget. She reported that personally she felt two items discussed could be helpful to the Board--a 12-month or 16-month agenda, which would enable members of the Board to know what particular items would be presented each month, and the idea of a consent agenda, whereby items administrative in nature and not involving a lot of discussion could be handled at one time. Dr. McDaniel told the Board members that staff members had developed a calendar for in-house use in an effort to make sure all state plans, appointments to various advisory groups, etc., were acted on by the Board and he would be happy to share this information with Board members. Chairman Hendricks asked the three members of the Board who attended the sessions to make recommendations to the Board on these two items.

. . . . . .

SAMPLE E - Centered Headings

APPENDIX D

Sample Resolution and Proclamation

SAMPLES:

RESOLUTION

WHEREAS, Arthur Perry Gordy, Jr. has diligently served the people of Oklahoma and the Muskogee County area where he was born and reared; and

WHEREAS as Director of Muskogee Area Vocational-Technical School since 1965, he has developed and guided an institution and staff of 300 that now train approximately 8,000 individuals a year: Therefore be it

RESOLVED, That the members of the Oklahoma Board of Education do hereby express their heartfelt appreciation to Perry Gordy, Jr. for his untiring efforts on behalf of vocational education in Oklahoma and express to him and his wife their warmest best wishes for a happy and healthful future; and be it

RESOLVED further, That a copy of this resolution become a part of the official minutes of this meeting and a copy be transmitted to Mr. Gordy and members of his family.

_____
ROY A. HENDRICKS, Chairman

_____
WINONA WETTENGEL, Executive Secretary

_____
DATE

PROCLAMATION

WHEREAS the honorable Everett Coker has distinguished himself, his community and his state through long and meritorious service in the field of education for more than ten years; and

WHEREAS, Everett Coker has tirelessly sought to insure the best in educational opportunities for students and service to our own community for the past ten years; Therefore be it

RESOLVED, That in recognition and in honor of Everett Coker's outstanding contribution and service to the students and citizens of Cobb County; and be it

RESOLVED further, That he has been named Oklahoma Teacher of the Year, we hereby proclaim Thursday, November 9, 1978, as EVERETT COKER DAY IN THE DOBB COUNTY SCHOOL DISTRICT.

On Behalf of the Cobb County Board of Education, Cobb County, Oklahoma

_____
Jack Darnell, Chairman
Cobb County Board of Education

APPENDIX E

Sample Indexes

STATE BOARD OF EDUCATION

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SPECIAL EDUCATION SECTION
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5. FINANCE DIVISION
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Systems - Presented 5
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(b) School Bus Rentals - Wilson I-7
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(c) Requests for Out-of-State Travel - Approved 21

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STATE BOARD OF EDUCATION MEETING
Beresford, South Dakota
March 19, 1980

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SAMPLE NO. 2 Index to Minutes

B I B L I O G R A P H Y

Here is a list of excellent reference books for the superintendent/clerk/secretary to aid in the entire procedure of preparing for board meetings and writing minutes.

Doris, Lillian, and Miller, Besse May. Complete Secretary's Handbook. 3d ed. New Jersey: Prentice-Hall, Inc., 1970.

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School Laws of Oklahoma, 1978.

Sturgis, Alice. Standard Code of Parliamentary Procedure. 2nd ed. New York: McGraw-Hill Book Co., 1966

Webster's New Collegiate Dictionary. Springfield, Mass.: G. & C. Merriam Company, 1973.